

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
March 11, 2020**

BOARD MEMBERS

Katerina Blazek	President
Terrie Rayl	Vice President
Wendy Wyss	Treasurer
Eduardo Chavez	Secretary
Paul Marks	Director (absent)
Daniel Paepcke	Director
Barbara Boyington	Director

OTHERS PRESENT

3 Homeowner(s)	CP Lakes Association Homeowners
Anna Cheadle	Community Management Services, Inc. (CMS)
Mike Brasil	Community Management Services, Inc. (CMS)

Article I. Call to Order

- (a) Association President Katerina Blazek called the meeting to order at 7:03 pm, at the Association Clubhouse, 505 Cypress Point Dr. Mountain View CA 94043.

Article II. Board Reorganization

- (a) The Board unanimously agreed to reorganized as follows: Katerina Blazek as President, Terrie Rayl as Vice President, Wendy Wyss as the Treasurer, Eduardo Chavez as Secretary, Paul Marks as Director, Daniel Paepcke as Director, and Barbara Boyington as Director.

Article III. Open Forum

- (a) A homeowner inquired about the hot water issue in their building related to the old Mixet shower valves, which could prevent hot water from correctly circulating and affect other owners in the building.
- (b) A homeowner noted she had received a notice about her lattice and asked for clarification.

Article IV. Approval of Minutes

- (a) The Board of Directors reviewed the February 12, 2020 board meeting minutes. It was noted the there was an unnecessary space between the digits in the time in Item I – Call to Order and change the word installment to installation in Section B, paragraph 1 & 3 of Item VI Committee Reports. Terrie Rayl made a motion to approve the February 12, 2020 meeting minutes, as amended. Eduardo Chavez seconded the motion and it passed unanimously.

Article V. Reports

Section 5.01 Treasurer

- (i) The Board reviewed and acknowledged the unaudited financials dated February 29, 2020. Wendy Wyss went over the financials. The Board declared every individual

member of the Board as reviewed all nine of the documents in accordance with California Civil Code 5500 for the month ending February 29, 2020.

- (ii) The Board revised and discussed upcoming CD renewals. Wendy Wyss made a motion to renew the Signature Bank 50k CD for a 6 MO term with the highest yielding within the FDIC insured limits. Terrie Rayl seconded the motion and it passed unanimously.

Section 5.02 Committees

(a) Landscape

- (i) The Landscape Committee chair Terrie Rayl went over the monthly landscape walk and issues noted during the walk. Terrie Rayl also noted two plumbing leaks near 1789 & 1807, which were not related to the irrigation and needed to be repaired.

(b) Large Trees

- (i) Terrie Rayl reported there was an appeal objecting the Holly Oak tree removal, #832 near unit 146, which also held up the other tree work submitted on the same tree permit application. The hearing was to be scheduled. The Board reviewed the notice from Matt Berry from BrightView Tree Care Services.

(c) Architectural

- (i) The Board reviewed an architectural request from unit 69 to modify their interior lighting, replace flooring, and bathroom upgrades. The Board acknowledged the Architectural Committee reviewed and approved the architectural request for the changes submitted.
- (d) The Board reviewed an architectural request from unit 290 to replace the flooring. The Board acknowledged the Architectural Committee reviewed and approved the flooring changes submitted.

(e) Maintenance

- (i) The Board discussed and reviewed a proposal to change the soap dispensers. The Board did not approve the soap dispenser replacement proposal.
- (ii) The Board discussed the repipe project. It was noted the scope of work was out to the vendors to bid on the project.
- (iii) The Board reviewed and considered bollards in the laundry room to prevent the machines from being pulled out. The Board did not agree to purchase the bollards for the laundry room machines at this time.
- (iv) The Board discussed the boiler issues in Boiler Room #1. Katerina reported on the recent heat exchanger leak in Boiler Room #1. The Board reviewed proposals from Benrich Service Company to replace one old boiler with two small boilers & adequately vent them directly vent them to the outside intake and not the dryer lint vent. Terrie Rayl made a motion to approve quote #QBAY2140 for two boilers in Boiler Room #1 totaling \$23,617.32. Katerina Blazek seconded the motion and it passed unanimously. Eduardo Chavez made a motion to approve quote #QBAY2141 to install two vent intakes in Laundry Room #3 & #4 to vent the boiler intakes to the outside totaling \$1,660.50. Terrie Rayl seconded the motion and it passed unanimously. The Board unanimously acknowledged quote QBAY2121 to replace the fire box in Boiler Room #4 for boiler #1 was approved outside of the board meeting to keep the boiler working, totaling \$1,424.52.
- (v) The Board reviewed a proposal from A Clean Gutter to do a second cleaning of the gutter system and roof. It was noted the company completed the partial cleaning as

approved by the Board but noted there were other areas with debris build up on the gutters and roof system. The board did not approve additional cleaning at this time.

- (vi) Terrie Rayl reported on various miscellaneous items completed or supplies purchased like: the purchase of a clubhouse fireplace screen for the clubhouse, a clubhouse thermostat, batteries for thermostat and tv remote, media filters for 4 boilers, HVAC foil tape for dryer vents, and light bulbs for boiler room. Terrie Rayl provided receipts totaling \$1,036.94 and asked for reimbursement. Katerina Blazek made a motion to reimburse Terry Rayl for the items purchased totaling \$1,036.94. Barbara Boyington seconded the motion and it passed. Terrie Rayl abstained.

(f) Parking

- (i) Katerina Blazek reported on parking violations.*

(g) Pool and Spa

- (i) The Board reviewed proposal #109201 dated January 23, 2020 totaling \$1,485 and proposal #109203 dated March 10, 2020 totaling \$672.50, from Paradise Pool Service. Wendy Wyss made a motion to approve both proposals from Paradise Pool Service totaling \$2,157.50. Eduardo Chavez seconded the motion and it passed unanimously.

Section 5.03 Manager's Report

- (a) Anna Cheadle reported the Election Rules were out to the members for a 30-day comment period and would be on the next meeting agenda.
- (b) The Board reviewed the works orders over the last 30 days.
- (c) It was noted the security log was not ready for review.
- (d) The Board reviewed correspondence. The Board reviewed and discussed the old Mixet valve issue that is still in use in some units and could affect hot water or water pressure in other units of a building. The Board noted the units affected were identified and the information would be sent to those owners about the issues with the old Mixet valves. The Board also reviewed the concern about noise from the pool pump room, near a unit. It was noted The Repair People were out and repaired a bypass of the noisy contactors to make things quiet, near unit #1.

Article VI. New Business

- (a) The Board asked that a write up of the Mixet Valve issue be included in the next newsletter with photos of the two old valves.
- (b) The Board asked that a write up noting the new manager be included in the next newsletter.
- (c) The Board agreed to add reminders about no glass in pool/spa area, no holiday lights, no diapers in the recycle bins, and not to flush toilette wipes down the toilet in the next newsletter.

Article VII. Adjournment

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 8:13 pm. The next meeting is scheduled for April 8, 2020.

C. P. Lakes Association, Board of Directors



Signature

05/26/2020

Date